



RESIDENTIAL SECURITY TECHNICIAN

An opportunity is available to work as a Residential Security Technician within the Regional Security Office at the U.S. Embassy, Canberra.

Salary: A\$61,440 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be conserved, so please review the how to apply instructions carefully.

1. Completion of high school education (Year 10) is required.
2. Minimum 5 years prior experience in Phone and Data and/or security related industry with residential/facility security as a focus is required.
3. Fluent written and spoken English (level 4) is required. This may be tested.
4. A current unrestricted driver's license is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, via email to: usaembrhro@state.gov by **December 9, 2015**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

POSITION TITLE: RESIDENTIAL SECURITY TECHNICIAN	POSITION GRADE LE- 6 (STARTING SALARY A\$61,440)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under direction from the National Residential Security Coordinator (NRSC), assists in the operations of the Mission Residential Security Program including surveys, alarm installation, security of vacant premises, training on alarm systems to family members, training of Local Guard Force (LGF), maintenance of alarms systems, performance of specialized non-specific computer programming, maintenance of various residential security databases and identification of crime trends affecting the Mission residential and off-site locations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Tanya King at (02) 6214 5746.

Major Duties and Responsibilities

The Residential Security Technician (RST), under direction of the NRSC, assists in upkeep and management of the Mission Residential Security Program and off-site alarm capabilities including:

- Alarm Installation and Response: 30%
 - RST is required to be on call 24/7 to provide emergency technical assistance for residential alarms.
 - Oversees the installation of post-funded security equipment with the GSO and other sections as appropriate.
 - Conduct annual routine maintenance of all residential alarm systems.
 - Responds to after-hours faults in residential alarm systems that cannot be solved by the employee or LGF.
 - Removes residential security equipment when residential leases are not renewed.
 - Inspects completed installations to ensure that work has been completed according to instructions and that systems are operational.
- Database Records and Crime Statistics: 30%
 - Maintains various residential security databases.
 - Maintains a detailed knowledge of crime trends in all jurisdictions in Australia that apply to residential security.
 - Maintains residential security equipment inventories and recommends the purchase of supplies and replacement of equipment with the NRSC in a timely manner.
 - Performs specialized non-specific computer programming.

- RST, in consultation with the NRSC is required to liaise with local law enforcement agencies in Sydney, Melbourne, Canberra and Perth to ensure current crime trends and statistics are current in relation to Mission residential areas.
- Uses the residential security checklist to conduct security surveys on existing and prospective mission residences documenting security deficiencies. (15%)
- Maintains an understanding of all Department residential security standards and post specific residential security requirements. (5%)
- Makes recommendations (including cost estimates) to the NRSC on security enhancements that would ensure that a prospective residence meets residential security standards. (5%)
- Provides employees and their eligible family members with information on the reason for the residential security enhancement as well as a briefing and/or orientation on the operations of the installed residential security equipment. (2.5%)
- Assists the NRSC in the training of LGF. (2.5%)
- Performs other tasks as required by the NRSC to ensure conformance to standards and the efficient cost-effective operations of the residential security program. (10%)

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school education (Year 10) is required.
2. Minimum 5 years prior experience in Phone and Data and/or security related industry with residential/facility security as a focus is required.
3. Fluent written and spoken English (level 4) is required. This may be tested.
4. A current unrestricted driver's license is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;

- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS DECEMBER 9, 2015

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide

K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References